

TERRY BRANSTAD, GOVERNOR

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## IOWA COMMUNICATIONS NETWORK

SHARING IOWA'S INFINITE POSSIBILITIES

April 1, 2013

# Memorandum

**TO:** Potential RFP 13-006 Offerors

**FR:** Jontell Harris

**CC:** Dave Lingren

**RE:** Electronic Information from the ICN RFP 13-006 Resource Room

In an effort to provide greater assistance to potential offerors, effective Wednesday, April 3, 2013, the Iowa Communications Network (ICN) will provide digital copies of electronically stored documents located in the ICN RFP 13-006 Resource Room to requesting offerors.

Electronic data can be provided on CD-ROMs and must be picked-up from the ICN Offices located at the Grimes State Office Building. If requested on CD-ROM, offerors must allow 5 business days for the compilation of any electronic data. This does not include time allowed for responding to RFP Information Requests.

An offeror can supply a USB/external hard drive for the transferring of data located on the laptop in the ICN resource room. ICN staff is only permitted to transfer the electronic data located on the laptop to the external hard drive.

Information not originally electronic will be supplied in the resource room in hard copy.

Electronic copies of information will be provided at the discretion of ICN.

Offeror shall note a fee may be applicable: photocopy of records – \$0.25 per standard page; compact discs - \$5.00 per disc; scanned documents are \$0.15 per page; and extra charges for requests requiring oversized materials.

Please also refer to the RFP guidelines posted on [www.ICNRFP.com](http://www.ICNRFP.com).

Thank you,

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